

AGENCY STRATEGIC PLAN

FOR THE FISCAL YEARS

2005-2009



ASSESSMENT COORDINATION DEPARTMENT

FUNCTIONAL AREA: CONSTITUTIONAL & ADMINISTRATIVE

AGENCY STRATEGIC PLAN APPROVAL FORM

FOR THE FISCAL YEARS

2005-2009

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Director

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STRATEGIC PLAN

Agency Name	Assessment Coordination Department
Agency Mission Statement: To ensure accurate, fair, and equitable valuation of property for ad valorem tax purposes; and to serve as a resource for state and local officials in the establishment of ad valorem tax policies.	

AGENCY GOAL 1:

To have a pool of highly trained and skilled professionals working in the assessment profession.

AGENCY GOAL 2:

To perfect and maintain a uniform statewide property assessment system so that every taxpayer may be assured that his or her property is being assessed in a fair and equitable manner as compared to other taxpayers in the county and in the state.

AGENCY GOAL 3:

To provide the resources necessary to carry out the Department mandates and to have a refined and enhanced base of information concerning assessment administration, valuation and policy.

STRATEGIC PLAN

Agency Name		Assessment Coordination Department
Program		Assessment Coordination Operations
Program Authorization		ACA 26-24-105, 26-24-119, 26-24-120, 26-26-304, 26-26-503, and 26-26-1904
Program Definition:		Perform administrative functions and provide statistical models and valuations, policy standards, innovations, and updated manuals that maintain a measurable system of assessments that provides fair treatment to all taxpayers; provide a regimen of training and certification for people employed in ad valorem taxation; and administer the Real Property Reappraisal Program.
Funds-Center Code: 0490P01		
AGENCY GOALS	1,2,3	
Anticipated Funding Sources for the Program:		General and Special Revenues, Ad Valorem Taxes, Cash Funds, and Fund Transfers for Real Property Reappraisal

GOAL 1:

To perfect and maintain a uniform statewide system that provides for equitable assessments and appraisals of personal and real property.

OBJECTIVE 1: (Sub-Fund Center Code to be assigned by DFA – Accounting)

Develop and maintain well-trained, knowledgeable staffs in the Department and in county assessment offices; advise, assist, and review the efforts of county assessment officials and real property reappraisal teams to attain equity in assessments and appraisals.

STRATEGY 1:

Provide fundamental and continuing mass-appraisal education for Department employees and county assessment personnel through courses, workshops, conferences, and supervised field training.

STRATEGY 2:

Collect, analyze, summarize and store statistical information, and improve record keeping through the increased use of computerized techniques. Conduct ratio studies to determine the average ratio of assessed value to the true and full market value of real and personal property and determine the degree of uniformity of assessments.

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STRATEGY 3:

Provide updated assessment manuals, statistical data, advice, and assistance to assessment personnel and other interested parties.

STRATEGY 4:

Conduct performance and compliance audits during ongoing reappraisals and monitor Real Property Reappraisal Fund expenditures.

STRATEGIC PLAN

Agency Name	Assessment Coordination Department
Program	Assessment Coordination Operations

PERFORMANCE MEASURES: (Effort, Output, Outcome, and/or Efficiency)

DESCRIPTION	METHODS AND SOURCES USED OBTAINING DATA	FISCAL YEAR 2005	FISCAL YEAR 2006	FISCAL YEAR 2007	FISCAL YEAR 2008	FISCAL YEAR 2009
Sponsor adequate qualifying and continuing educational opportunities to uphold the Training and Certification Program. <i>Goal 1, Objective 1</i>	Internal agency certification records and number of Career Incentive Payments	20 Courses	22 Courses	24 Courses	26 Courses	28 Courses
Conduct ratio studies on personal assessments in 75 counties yearly and on real assessments in counties that complete reappraisal in that given year. <i>Goal 1, Objective 1</i>	Ratio studies as reported to county officials, State Treasurer and Education Department.	100%	100%	100%	100%	100%
Update manuals annually or as needed and provide advice and assistance as requested. <i>Goal 1, Objective 1</i>	Measured by meetings attended, complaints/recommendations received.	90%	92%	94%	96%	98%
Conduct at least 4 performance audits per year in all 75 counties. <i>Goal 1, Objective 1</i>	Field Operations records and suspension or termination of Reappraisal Funds for noncompliance	90%	91%	92%	93%	94%